

City of Montgomery Vendor Information

The following Information is required by the City of Montgomery to change or process new vendors

Thank you for your interest in doing business with the City of Montgomery. The following information is required by the City of Montgomery to change current or process new vendors.

For Business Account:

- Current W-9
- E-Verify Company I.D number (MOU) or letter of exemption**See below information regarding E-verify**
- Current Business License or exemption letter from the City of Montgomery business license department
- Accounts Payable Telephone number
- Accounts Payable Fax number
- Accounts Payable Email address
- Accounts Payable Point of contact
- Remit to address if different from W-9
- Complete Minority Questionnaire
- Online Vendor Registration
- **E-Verify information is not required on companies that have no employees or has no employees that work in the State of Alabama however, a letter/memo from the vendor will be required stating this exemption.



Form	W-9			Request for Taxpayer					Give Form to the	
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Please Return All Documents To: City Clerk's Office, Attn: Randy Weaver, 334-625-3097, <u>rweaver@montgoomeryal.gov</u>



MINORITY QUESTIONNAIRE

Please complete this form and return it with your bid proposal. Check all categories that apply to your company.

VENDOR NAME:	
ADDRESS:	
PHONE #:	
EMAIL ADDRESS:	
IS THE COMPANY MINORITY OWNED: YES NO	
IS THE COMPANY OWNED BY:FEMALEMALEBOTH	
IS THE COMPANY INCORPORATEDYESNO	
ETHNICITY OF OWNERSHIP:	
ASIAN AMERICAN	
AMERICAN INDIAN	
BLACK	
DISABLED	
CAUCASIAN	
HISPANIC	
OTHER (PLEASE SPECIFY):	
SIGNATURE:	
PRINT NAME:	
TITLE:	
DATE:	



City of Montgomery, Alabama



Company ID Number:

THE E-VERIFY MEMORANDUM OF UNDERSTANDING FOR EMPLOYERS

ARTICLE I PURPOSE AND AUTHORITY

The parties to this agreement are the Department of Homeland Security (DHS) and the (Employer). The purpose of this agreement is to set forth terms and conditions which the Employer will follow while participating in E-Verify.

E-Verify is a program that electronically confirms an employee's eligibility to work in the United States after completion of Form I-9, Employment Eligibility Verification (Form I-9). This Memorandum of Understanding (MOU) explains certain features of the E-Verify program and describes specific responsibilities of the Employer, the Social Security Administration (SSA), and DHS.

Authority for the E-Verify program is found in Title IV, Subtitle A, of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IRIRA), Pub. L. 104-208, 110 Stat. 3009, as amended (8 U.S.C. § 1324a note). The Federal Acquisition Regulation (FAR) Subpart 22.18, "Employment Eligibility Verification" and Executive Order 12989, as amended, provide authority for Federal contractors and subcontractors (Federal contractor) to use E-Verify to verify the employment eligibility of certain employees working on Federal contracts,

ARTICLE II RESPONSIBILITIES

A. RESPONSIBILITIES OF THE EMPLOYER

1. The Employer agrees to display the following notices supplied by DHS in a prominent place that is clearly visible to prospective employees and all employees who are to be verified through the system:

a. Notice of E-Verify Participation

b, Notice of Right to Work

2. The Employer agrees to provide to the SSA and DHS the names, titles, addresses, and telephone numbers of the Employer representatives to be contacted about E-Verlfy. The Employer also agrees to keep such information current by providing updated information to SSA and DHS whenever the representatives' contact information changes, 3. The Employer agrees to grant E-Verlfy access only to current employees who need E-Verlfy access. Employers must promptly terminate an employee's E-Verlfy access if the Page 1 of 13 E-Verlfy MOU for Web Services Employees [Revision Onto Gato Gato 1/13]



E-VERIFY EXEMPTION

To: City of Montgomery **Procurement Department** P. O. Box 1111 Montgomery, AL 36101-1111

RE: E-Verify Exemption Letter

Located in _____

Has no employees in the state of Alabama therefore is exempt from enrolling in Alabama's law regarding E-Verify.

Ву: _____

Title: _____

Contact #: _____

Date: _____



City Business License Requirement

To determine if a taxpayer needs a City of Montgomery Business License, the following four criteria are examined.

- Do they have a physical location within the city limits of Montgomery?
- Do representative(s) of the business come into the City to conduct business
- (i.e. sales representative(s) repair technicians, etc.)?
 - Are taxpayer products delivered into the City of Montgomery by means other than common carrier (i.e. - delivery of product by means of the business vehicles)?
 - Is the taxpayer renting/leasing equipment to businesses located within the city limits?

A business is required to have a City of Montgomery business license if it meets **ANY** of these four criteria.

Business not required to have a business license include banks, most nonprofit organizations, especially those granted exemption by the Alabama Legislature, like United Way, Goodwill Industries, American Red Cross, Salvation Army, Boys and Girls Club, Easter Seals, Child Protect, just to name a few.

Many 501(c) (3) nonprofits are required to be licensed as well. Because they are exempt from federal income tax does not necessarily mean they are exempt from City of Montgomery business licensure.



City of Montgomery AL City Council Request for Charitable Donation Form.

Name of Organization: ______ Address of Organization: _____ Contact Person for the organization: Phone Number and Email. EIN Number of the organization: _____ Mission of organization: Amount requesting: _____ Reason the funds are needed: How are the funds going to be used for? Amount the Councillor is contributing toward event - subject to final approval:

Councillor requesting potential allocation: _____